



**PRESBYTERIAN CHURCH (U.S.A.)
CHURCH LEADERSHIP CONNECTION
100 WITHERSPOON STREET
LOUISVILLE, KY 40202-1396
Toll Free 1-888-728-7228 ext. 8550
Fax # (502) 569-5870
www.pcusa.org/clc**

MINISTRY INFORMATION FORM

Ministry ID 06194.ACO
Ministry Name First United Presbyterian Church of Houston
Mailing Address 102 North Main Street
City Houston State PA Zip Code 15342
Telephone Number 724-746-3040 Fax Number 724-746-3041
Email fupchouston@hky.com
Web site www.houstonpresbyterian.org

Congregation or Organization Size(Select one)

- ☐ Under 100 members
☒ 101 - 250 members
☐ 251 - 400 members
☐ 401 - 650 members
☐ 651 - 1000 members
☐ 1001 - 1500 members
☐ More than 1500 members
☐ N/A

Average Worship Attendance 60



Church School Attendance

12

Church School Curriculum

varies by class

☐ Check if certified as eligible for participation in the Seminary Debt Assistance Program

Ethnic Composition Of Congregation (*in whole %*):

Enter the percentage of each racial ethnic component of your congregation.

_____ American Indian or Alaska Native

1% Asian

_____ Black or African American (African Native, Caribbean)

_____ Hispanic Latino/Latina, Spanish

_____ Middle Eastern

_____ Native Hawaiian or Other Pacific Islander

99% White

Other _____

Presbytery Washington Presbytery

Synod

Synod of the Trinity

Community Type (select one)

_____ College

_____ Rural

_____ Suburban

_____ Small City

XX Town

_____ Urban

_____ Village

_____ Recreation

_____ Retirement

_____ N/A

Clerk of Session Contact Information:

Name _____ Sandy Wallace

Address _____ 415 Chartiers Run Road

City _____ Canonsburg _____ State _____ PA _____ Zip Code 15317

Preferred Phone 724-745-3108

Alternate Phone 724.344.3108

E-mail slwallace45@hotmail.com

FAX NA



***Select below the position to be filled and the minimal number of years of experience required (e.g. no experience, first ordained call, up to 2 years, 2-5 years, 5-10 years, or above 10 years)**

<u>Years of Experience</u>	<u>Position Type</u>	<u>Years of Experience</u>	<u>Position Type</u>
<u>0-2 yrs</u>	Solo Pastor		General Assembly Staff
	Head of Staff (Multi-staff Pastor, who supervised two teaching elders and other staff)		Church Business Administrator
	Head of Staff (supervised one teaching elder and other staff)		Executive Director
	Associate Pastor (Christian Education)		Director of Music (non-ordained)
	Associate Pastor (Youth)		Minister of Music (ordained)
	Associate Pastor (Other)		Mission Co-worker (International)
	Pastor (Church Planter, New Worshipping Community)		Christian Educator (Certified)
	Pastor (Transformation/Redevelopment)		Christian Educator (non-certified)
	Pastor Interim		Administrator
	Pastor (for a designated term)		Funds Developer
	Pastor (Other Temporary i.e., Supply, Student)		Finance Manager
	Pastor, yoked/parish		Media Specialist
	Co-pastor		Communicator
	Executive Pastor		Coordinator
	Evangelist or Mission Pastor		Youth Director (non-ordained)
	Bi-vocational/Tentmaker		Other
	Chaplain		
	Pastoral Counselor		
	College/Seminary Faculty		
	Seminary Staff		
	Campus Ministry		
	General Presbyter/Executive Presbyter		
	Presbytery Leader		
	Stated Clerk (Presbytery)		
	Synod Executive		
	Mid-Council Program Staff		



You may also specify the position title (if appropriate) _____

***Employment Status**

XX Full Time _____ Part Time _____ Open to Either
_____ Bi-vocational (able to provide employment through outside partnership)

Is this a yoked congregation? XX No _____ Yes

(If yes, please complete the Yoked Congregation Detail Form.)

Clergy Couple (Are you open to a clergy couple?) Yes XX No _____

Certification/Training (check below the desired certification or training needed for the position):

Interim/Transitional Ministry Training	_____	Interim Executive Presbyter Training	_____
Certified Christian Educator	_____	Certified Business Administrator	_____
Certified Conflict Mediator	_____	Clinical Pastoral Education Training	_____
Other	_____		

Language Requirements

XX English	_____ Spanish	_____ Korean	_____ French
_____ Arabic	_____ Armenian	_____ Creole	_____ Portuguese
_____ Japanese	_____ Russian	_____ Swahili	_____ Burmese
_____ Cambodian	_____ Indonesian	_____ Laotian	_____ Thai
_____ Vietnamese	_____ Taiwanese	_____ Cantonese	_____ Mandarin Chinese
_____ Twi	_____ Sign Language	_____ Other	

Statement of Faith Required XX Yes _____ No

Mission Statement

What is your congregation's or organization's Mission Statement?

We will share the love of our Lord, building on our past, reaching in faith toward our future.



NARRATIVE QUESTIONS

(For each narrative question, please limit your responses to no more than 1500 characters including spaces and punctuation.)

1. What is the congregation's or organization's vision for ministry? Additionally describe how this vision is lived out.
-

Our vision includes following the teaching of the Bible, providing spiritual education, music, fellowship and outreach, through a welcoming spirit, joy, compassion and love towards our congregation and community. Through charismatic leadership, we hope to embrace and energize members of our congregation and build our congregation. We provide a safe spiritual environment where diversity in age, gender, race, and viewpoints are welcomed and encouraged. We achieve our vision by demonstrating to the congregation and community that we are caring and have compassion and love for all.

We seek to provide Spiritual Growth through Education:

- conducting Christian education classes for all ages.
- providing active Bible Study sessions.
- fostering innovation in worship and education.
- applying our Sunday sermons as we proceed through our daily lives.

We share our *love* and *compassion* by way of our *outreach*;

- Nurturing our members, from youngest to eldest,
- Encouraging the giving of time, energy and wealth to community outreach programs initiated by our committees and leaders,
- Encouraging a cooperative, team-like environment,
- Being empathetic of others' viewpoints regarding current issues facing the church, to avoid polarizing the congregation,
- Loving one another as Jesus loves us.

We share our *joy*:

- Through many joyful fellowship activities,
- Through our cherished music programs, which fill our hearts with joy and appreciation for the gifts from God,
- Through an emphasis upon continuous communication among all.



2. How do you feel called to reach out to address the emerging needs of your community or constituency?

The Vision of our Church to provide outreach to our community and provide nurturing to our members leads us to follow the teaching of the Bible. With the inspiration from these scriptures, we seek to reach out to our community in the following ways:

- Through our Mission budget, (based on 10% of preceding year's budget) we address financial needs of organizations making a positive impact on our community.
- Through the use of our facility for important programs such as Meals on Wheels, Open Door Nursery, Narcotics Anonymous and Boy Scouts.
- Through our Deacons, Christian Education Committee, and other committees raising funds and providing assistance to those in need.
- Through the support of individual members who seek to help those in need, lending their hearts (and backs) on mission projects.

We strive to meet the needs of our congregation in the following ways:

- The Deacons and Nurturing Committee regularly organize opportunities to share fellowship: examples are our Chili Cook-off, Christmas Tea, and the Spring Luncheon.
- The Deacons organize funeral luncheons and give support to those who grieving and in need of comfort.
- Volunteers help address the physical wellness of the congregation, urging our members to participate in monthly blood pressure screenings, AED, CPR and first aid training.
- "Discussion & Donuts" for the congregation is a new way we enhance our communications.



3. How will this position help you to reach your vision and mission goals?

The Congregation is looking for a called Pastor who will be a dynamic leader who can help us reach our vision and mission goals by:

- Preaching tolerance, love, and compassion while fostering discipleship and meaningful change.
- Teaching us the lessons of the Bible in a meaningful way, inspiring us to live out those lessons in our daily lives.
- Helping us understand the diverse viewpoints held by the members of the congregation.
- Joining with us to support our spectacular music program orchestrated by our music director.
- Bringing fresh ideas and renewed energy to all aspects of the church.
- Supporting and adding his/her own energy to the many wonderful programs already in place.
- Being involved with our local community by volunteering and participating in community events with groups of all ages.
- Maintaining and growing our enthusiasm about the Gospel, so that we may share our joy with others and encourage them to join us in church.
- Reaching out to inactive and potential new members and encouraging growth of the church.
- Leading a revival in interest for and among our Youth for the future health of our church.
- Providing, through his/her actions, the example for us to live by.



4. Provide a description of the characteristics needed by the person who is open to being called to this congregation and/or organization.
-

The characteristics needed by the person to be called to serve our congregation should include the ten listed in the MIF and also the following:

- A caring pastor, a pastor with vision for our church who incorporates the congregational viewpoints along with the ability to communicate them; has a passion for Christian Education and our youth; administers the work of the church.
- One who has a clear sense of what we must do in our church; be a charismatic preacher, lead and mobilize our lay members, have a passion for missions, and visit shut ins and the sick in their homes as needed.
- A pastor who will help us grow our congregation and lead us to become more welcoming. We would like this Pastor to help us recover our inactive members and encourage our active ones.
- We have a strong music program and we want the pastor to be supportive of this program.
- We need a pastor who can help us grow our congregation by successfully navigating the world of technology.
- We need a pastor who is tolerant, and can address conflicts that may arise and mediate them to keep the congregation together.
- We want the pastor to be engaged and effective with the children and teens of our congregation.
- A pastor who will take an active part in the Washington Presbytery, the local ministerial organization, and other community organizations.
- A Pastor who can “lead by example” for us to follow.



5. For what specific tasks, assignments, and programs areas will this person have responsibility?

Primary Responsibilities:

- Lead worship and preach each Sunday and other special worship services as required,
- Coordinate visits of guest ministers as needed,
- Coordinate all aspects of the worship service with other involved individuals, i.e. music director, organist, liturgists, etc.,
- Edit all worship bulletins,
- Conduct junior sermons during worship,
- Provide pastoral care and hospital visits and other visitation as requested ,
- Provide programming for the church, beyond Sunday morning worship, i.e. Adult Bible Study, assisting with youth groups,
- Moderate the Session and congregational meetings,
- Prepare written and verbal reports for Session,
- Conduct a brief worship service at Easter and Christmas for children in Open Door Nursery to be coordinated with the staff,
- Communicate with the congregation via the church newsletter, website and Facebook page,
- Utilize new technology such as social media and screens for worship services,
- Serve as Head of Staff and supervise other employees' activities (unless Session designates otherwise), coordinating efforts that correspond with both scheduled and unscheduled events,
- Provide administrative leadership,
- Officiate wedding and funerals, and
- Serve communion and conduct baptisms.

Other Pastoral Duties:

- Provide leadership and support for Session and other groups/committees as needed,
- Lead new member and communicants classes when appropriate,
- Represent the church in dealing with outside organizations, and
- Pray for the church.

OPTIONAL LINKS

Provide below any links to online information that may help call seekers understand your congregation or organization. (e.g. *organization or community websites, online newsletters, demographic information*) Please note the CLC system does not warehouse links. (Limit characters to 500)

vised 8/2019





*LEADERSHIP COMPETENCIES

(Select 10 leadership competencies from the list below that are required for the position.)

THEOLOGICAL/SPIRITUAL INTERPRETER			
X X	Compassionate – having the ability to suffer with others; being motivated by others pain and is called into action as advocate; is motivated by caring for others while concurrently keeping the organizational goals clearly in focus.		Hopeful – maintains stability in the moment and hope for the future; provides direction, guidance, and faith when describing basic needs; and helps followers to see a way through chaos and complexity.
X X	Preaching and Worship Leadership: Is a consistently effective preacher and worship leader; is able to inspire from the pulpit; communicates a clear and consistent message through sermons that are carefully prepared and artfully delivered; projects the identity and character of the congregation through worship leadership presence.	X X	Spiritual Maturity: Shows strong personal depth and spiritual grounding; demonstrates integrity by walking the talk and by responding with faithfulness of purpose; is seen by others as trustworthy and authentic; nurtures a rich spiritual life; seeks the wisdom and guidance of appropriate mentors; is able to articulate a clear and consistent theology.
	Lifelong Learner – individuals who use every experience in life as a potential tool for growth; one who pursues continuing education; and those who build on strengths and seek assistance to improve weaknesses.		Teacher – creates learning environments where students are active participants as individuals and as members of collaborative groups; designs lesson plans that teach concepts, facts, and theology; effectively uses multiple learning tools to reach a wide variety of learners; revises instructional strategies based upon ministry/organization context.
COMMUNICATION			
X X	Communicator - Advances the abilities of individuals and the organizations through active listening supported with meaningful oral and written presentation of information.		Bilingual – having the ability to use two languages, especially with equal or nearly equal fluency; able to use multiple languages in communication.
	Public Communicator - Demonstrates a comfortable ease when speaking in a variety of settings (both small and large groups); is effective at addressing a variety of topics; can get messages across with the desired effect.		Media Communicator: Has experience developing materials for a variety of written or multimedia forms of communications (print, Internet-based, social media, etc.)
	Technologically Savvy - the ability to navigate successfully the world of technology using software, blogging, multi-media, and websites as tools for ministry.		



ORGANIZATIONAL LEADERSHIP

X X	Advisor – an individual others turn to for counsel and guidance; provides coaching; expertise for congregations or other organizations.	Change Agent – having the ability to lead the change process successfully; anchoring the change in the congregation's/organization's vision and mission.
	Contextualization – the ability to assess accurately the context, environment, history, relationships and uniqueness of a congregation or organization.	Culturally Proficient – having solid understanding of the norms, values and common behaviors of various peoples, including direct experience working in multiple cultural and cross-cultural settings.
	Externally Aware - identifies and keeps informed of the polity of the church and/or the organization; maintains current with laws, regulations, policies, procedures, trends, and developments both internally and in the larger society.	Entrepreneurial - leaders that are creative in using resources; identifies opportunities to develop; is willing to take risks, initiates actions that involve a deliberate risk to achieve a recognized benefit or advantage.
	Risk Taker – persons with the ability to take appropriate risk to accomplish needed goals; one who thinks outside the box and who is not afraid of challenging the status-quo.	Task Manager - Assures that effective controls are developed and maintained to ensure the integrity of the organization; holds self and others accountable for rules and responsibilities; can be relied upon to ensure that projects within areas of specific responsibility are completed in a timely manner and within budget; and monitors and evaluates plans, focuses on results and measuring attainment of outcomes.
X X	Willingness to Engage Conflict: Steps up to conflicts, seeing them as opportunities; reads situations quickly; good at focused listening; can identify common ground and elicit cooperation from others in crafting mutual solutions.	Decision Making: Makes effective decisions, balancing analysis, wisdom, experience, and judgment; is aware of the long term implications of choices made; is generally regarded as offering solutions and suggestions that are correct and effective.
	Organizational Agility: Is astute about how congregations and/or organizations work; knows how to get things done through formal and informal channels; understands the importance of supporting good policy, practice, and procedure; appreciates the power in the culture of a congregation; is politically savvy.	Strategy and Vision: Sees ahead clearly, keeping focused on the larger picture; can anticipate future consequences and trends accurately; is future oriented; casts a compelling and inspired vision for a preferred future; sees possibility; crafts breakthrough strategies.
	Financial Manager – deliver results by maximizing organizational effectiveness and sustainability through the best use of available financial resources; allocates and manages finances transparently; implements strategies to achieve operational efficiencies and value for money; puts in place rigorous and comprehensive financial accountability systems.	Funds Developer – maintains the ability to solicit donations used to fund the budget of the organization; effectively expresses the needs for funds to potential donors; responsible for adding new potential donors to the organization's contact list; prepares statement of planned activities and enlists support for mission initiatives.
X X	Collaboration: Has a natural orientation toward getting people to work together; shares wins and successes; fosters open dialogue; lets people finish and be responsible for their work; creates strong feelings of belonging among group members; is a good judge of talent and can accurately assess the	



	strengths and limitations of others.		
INTERPERSONAL ENGAGEMENT			
X X	Interpersonal Engagement - Displays a consistent ability to build solid relationships of trust and respect inside and outside of the organization; engage people, organizations, and partners in developing goals, executing plans, and delivering results; use negotiation skills and adaptability to encourage recognition of joint concerns, collaboration, and to influence the success of outcomes.		Bridge Builder – possessing a certain responsibility for the unity of the congregation and or organization; works to connect people of different cultures, worldviews, and theological positions.
X X	Motivator - Creates and sustains an organizational culture which permits others to provide the quality of service essential to high performance. Enables others to acquire the tools and support they need to perform well; and influences others toward a spirit of service and meaningful contributions to mission accomplishment.		Personal Resilience: Learns from adversity and failure; picks up on the need to change personal, interpersonal, and leadership behaviors; deals well with ambiguity; copes effectively with change; can decide and act without having the total picture; comfortably handles risk and uncertainty; seeks feedback; expresses personal regret when appropriate
	Initiative: Demonstrates ambition is highly motivated; is action oriented and full of energy for things seen as challenging; seizes opportunity; pushes self and others to achieve desired results.	X X	Flexibility - Adapts behavior and work methods in response to new information, changing conditions, unexpected obstacles, or ambiguity; remains open to new ideas and approaches; and works concurrently on related and conflicting priorities without losing focus or attention.
	Self Differentiation: Demonstrates strong and appropriate personal boundaries in relationships; has a healthy appreciation of self, without being egotistical; is emotionally mature; can maintain a less- anxious presence in the midst of turmoil; is not overly dependent upon outside affirmation; works to build a strong personal support system.		

***COMPENSATION AND HOUSING:** *A range is needed for matching purposes. The maximum salary is not published anywhere. Effective salary is cash salary plus housing allowance or manse value and other compensation considered “effective salary” by the Board of Pensions of the PC (U.S.A.)*

See Effective Salary Definition at [Board of Pensions](#).

Minimum **Effective** Salary \$54,000

Maximum **Effective** Salary \$74,000

Housing Type _____ Manse

 XX Housing Allowance

 _____ Open To Either (Manse or Housing Allowance)

 _____ Not Applicable (*For Non-pastoral Positions Only*)

Revised 8/2019



***EQUAL EMPLOYMENT OPPORTUNITY**

The unity of believers in Christ is reflected in the rich diversity of the Church's membership. In Christ, by the power of the Spirit, God unites persons through baptism regardless of race, ethnicity, age, sex, disability, geography, or theological conviction. There is therefore, no place in the life of the Church for discrimination against any person. The Presbyterian Church (U.S.A.) shall guarantee full participation and representation in its worship, governance, and emerging life to all persons or groups within its membership. No member shall be denied participation or representation for any reason other than stated in this Constitution. (F-1.0403)

Each Pastor Nominating committee and Search committee is expected to undertake its search for a Teaching Elder in a manner consistent with the good news that in the church *"....as many of you as were baptized into Christ have put on Christ. There is neither Jew nor Greek, there is neither slave nor free, there is neither male nor female; for you are all one in Christ Jesus."*

Has the Pastor Nominating Committee and Search Committee affirmed its intention to follow the Form of Government in this regard?

☒ **XX** Yes

☐ No



REFERENCES (Limit 3)

neighboring pastor, or other persons whom you believe can give a clear and accurate reference for your congregation.

Name	Rev. Dr. Clarejean Haury
Address	745 McKinley Ave., Washington, PA 15301
Phone Numbers	724-554-5939
Relation	former pastor
E-mail	revcjehaury@gmail.com

Name	Rev. Dr. Donald C. Austin
Address	34 Brehm Road, Washington, PA 15301
Phone Numbers	724-745-0857
Relation	retired area pastor
E-mail	donaldaustin@comcast.net

Name	Ruth Zarger
Address	6300 Beech Road, Rochester Hills, MI 48306
Phone Numbers	248-652-7435
Relation	former member
E-mail	ruthzarger@yahoo.com

***Pastor Nominating Committee/Search Committee Chairperson:**

Name	Harlan G. Shober, Jr.
Address	140 Shober Lane, Washington, PA 15301
Preferred Phone	724-225-8281
Alternate Phone	724-350-4680

E-mail Address for PNC Communications (required): harlang@shober.org



ENDORSEMENTS

Pastor Nominating Committee/

Search Committee_____Date_____

Signature

Clerk of Session_____Date_____

Signature

Presbytery_____Date_____

Signature
